

FAIRFAX CIRCUIT COURT

Serving the Residents of Fairfax County and the City of Fairfax

CONCEALED HANDGUN PERMIT REQUEST FOR DUPLICATE PERMIT INSTRUCTIONS

In some instances a duplicate concealed handgun permit can be issued.

Criteria: The original concealed handgun permit must be current and issued by Fairfax County Circuit Court.

Reasons:

Change of Address:

If your address has changed you may submit a **Request for Duplicate Permit**.

This form must be signed in front of a notary or a deputy clerk.

Old permit will need to be surrendered prior to/or upon issuance of new permit.

Lost, Stolen or Destroyed:

If your permit is lost, stolen or destroyed you may submit a **Request for Duplicate Permit**.

This form must be signed in front of a notary or a deputy clerk.

Documents to be Filed:

- Request for Duplicate Permit
- Self Address Stamped Envelope (if you want re-issued permit mailed to you)

Fees: \$10.00

Methods of Payment:

- Cash (if paying in-person)
- Certified Check
- Money Order

Where to File:

Fairfax County Circuit Court
4110 Chain Bridge Road
3rd Floor, Court Services Counter
Fairfax, VA 22030

Attention: CWP Clerk

NOTE: The CWP Clerk will notify you once the permit has been re-issued. Make sure to include a day-time telephone number on your **Request for Duplicate Permit**.

Questions - Contact the CWP Clerk @ 703-246-4256